



Colorado Department of Personnel & Administration

Division of Information Technologies

EMPL Retirement

May 2005

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these projects contact:

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Projects to Retire EMPL

DPA is progressing on two projects that will allow us to retire EMPL. The first is to deploy CPPS as our system for recording transactions affecting employees and positions. The second project is a Human Resource Data Warehouse (HRDW) to archive and report both current and historical data on employees, positions, job classes and the workforce.

This newsletter is intended to provide regular updates about these projects to the HR and Payroll community and others who have an interest in this work.

Timing of the Implementation

The earliest possible time to transition to the new CPPS and HRDW systems is the summer of 2005. We are working to determine the training and implementation plans. Of the responses we received to the survey asking the agencies for their best time to transition, the majority said September.

Converting from EMPL to CPPS

The technical team is wrapping up the system changes designed to meet the requirements identified by the user groups. Other project teams are working on testing, system security, and documentation.

The User Testing group has been doing screen and data reviews. Action code testing will follow. The Documentation group has drafted the data glossary and is working on the user manual.

There is a moratorium on programming changes to EMPL. Only changes truly essential to State business will be accepted. Requests will be evaluated on a case-by-case basis.

The section below called "New Features and Changes" has announcements of changes coming in the CPPS system.

Human Resources Data Warehouse

The Human Resources Data Warehouse (HRDW) project is in the procurement phase for the required software. Unfortunately, the April delivery date for the software has passed awaiting completion of the contract process.

We've recently received several inquiries from customers concerning the data file extracts from the EMPL and CPPS systems and how they might be impacted by the implementation of the Human Resources data warehouse and the retirement of the EMPL system.

In general, our goal is to minimize changes to the file extracts that feed our customers internal processes. The impact of the consolidation of the EMPL and CPPS systems will be significant and we do not believe that re-inventing the extracts is appropriate at this time. Therefore, we are not planning changes of

any kind to any of the file extracts that are generated from the CPPS system. Changes to the CPPS extracts will occur after the implementation of the HRDW to allow customers to redefine their data requirements related to the consolidated HR/Payroll system.

The retirement of the EMPL system will necessitate the redevelopment of the EMPL file extracts that are currently generated in order to pull the data from the HRDW. To the greatest extent possible, our goal will be to duplicate the current extracts and distribution processes.

We are not able to finalize the details of the design of the various file extracts, pending the completion of the data modeling phase of the HRDW and the installation and implementation of the software products that are being purchased for the project. The detailed plans and designs of the file extract processes will be distributed immediately when the information becomes available.

Customers have been solicited, on several occasions, for information concerning their current file extracts and reporting requirements for the consolidated HR/Payroll system and the HRDW. The file extract information received from our customers is contained in the first table that appears below. The second table contains EMPL file extracts that have been documented by the DoIT/Technology Management Unit.

Please review this information and reconcile the information provided by your agency with the information documented by DoIT and make additions, deletions and corrections as needed. If DoIT has documented an extract that you no longer use please identify it. If you receive extracts that are not documented here, please provide the necessary technical information. If an extract you identified appears on the DoIT list please verify where it matches up. Agencies that are running their own extracts from EMPL need to provide file layouts and JCL. For agencies that have provided general responses such as, " Action Codes, Class Codes, Demographics, Employee History" please attempt to identify those on the list of DoIT documented extracts or provide some other sort of more specific information that will help us understand your requirements. In some cases, there may be individuals on your IT staff that can assist you. It is important that this information be distributed to all individuals in your agency who may have knowledge of or be impacted by changes to these extracts. We need input from your agencies HR, Payroll, Accounting & Budgeting and IT units to verify and ensure completeness of the information.

Please return your responses, in electronic format, to paula.amelon@state.co.us by May 20, 2005. We need to hear from you even if you have no changes to report.

New Features and Changes

As changes are made and tested in the CPPS system they will be scheduled for release into production. The list below has the latest changes to be announced. A complete list of the changes announced to date can be found at <http://www.colorado.gov/dpa/dhr/empl/EMPLretire.htm>

Job Assignment Data (Screen 4)

- An edit for the Save Pay Date was updated so that if it is in a future month then the pay rate must be above the maximum for the class and less than or equal to the statutory max.
- An edit was added to require a corresponding position record for jobs

- with Classified or Judicial job classes.
 - A Contract Date field has been added.
- Personal Data (Screen 5)
- The system default for the I-9 Status was changed to 'N' for new employees and rehires.
- Alternate Address (Screen 6)
- A Work Email Address field was added.

Questions & Answers

For questions please contact any of the four people listed on the first page. We may post your questions and the answers here in later editions.

Table # 1 - Agency Responses to Surveys

Agency	Extracts Received / Source System	Response from/Dated	Notes
Agriculture	agricedb.txt - EMPL agricmp.txt - EMPL agricpar.txt - CPPS	Marty Fry- 9/2003	
	agemp.txt - EMPL agedp.txt - EMPL agpar.txt - CPPS	Marty Fry/ Rhonda Torres 11/2004	
Colorado Community College System	JY.FSPP0001 - CPPS JY.FSPP0005 - CPPS	Roy Railsback - 9/2003	
Corrections	GFCORR1 - EMPL GFCOOR2 - EMPL GFCOOR3 - EMPL CAAHISTD - EMPL	Chuck Noll - 9/2003	
Governor's Office	None identified	Nancy Doty 8/2003	
Health Care Policy & Finance	None identified	Josephine Baleva 9/2003	
		Gina Jaquez 12/2004	
Health	Action Codes Class Codes Demographics Employee History Position History Organization Units	Roz Bedell 12/2004	
Historical Society	None identified	Jim Davidson 11/2004	

Human Services	EMPLEXT - EMPL EMPLFTP - EMPL PAREXP - CPPS PAYROLL - CPPS	Janet Parker 9/2003 11/2004	Need JCL and in-stream code to verify output record format for EMPL extracts.
	EMPLHIST - EMPL EMPLLOAD - EMPL EMPLORCL - EMPL	Laurie Jaeger 9/2003 11/2004	
	Same as all above	Dave Poulin 11/2004	
	EMPLFTP and/or EMPLFTP2 EMPL.txt and EMPLDEMO.txt Unspecified CPPS extracts	Anna Matticks Edith Leshar 11/2004	Presume these are distributed from DHS Denver office.
Labor and Employment	EMPL download - EMPL PAR extract - CPPS	??? 11/2004	
Law	N.Payroll.File.GXXXXVXX - CPPS N\$.EMPL.EXTRACT from DDLAWEX1 - CPPS	Judy Richards 9/2003	
	LAAALPHAHOME EMPL 687 Screen	Susan Bartholemew 11/2004	Are these delivered in the form of a report or file extract?
Legislative Council	"Personnel" Extract - CPPS	Tracy Walsh 8/2003	
Metro State	Unspecified CPPS extract(exception report?)	Alexis Richardson 12/2004	
Military Affairs	None identified	Edrie Womack 11/2004	
Natural Resources	EMPL extract for EDSys	Mindy Elswick 11/2004	
Otero Junior College	None specified	Marlene Boettcher 8/2003	
Personnel	EMPL Extract for EDSys	Shahram 12/2004	
	Monthly Payroll report – used as hard copy back up for the NCCI report generated every six months.	Brenda Hardwick 1/2005	
	Regular EMPL download	Sue Huang 1/2005	
Public Safety	Employee Database Expense/Liability Control file Job number Extract from EMPL for upload in Performance management system	Dan Frelund 8/2003	
	Extract from EMPL for upload in Performance management system	Kathy Dameron 11/2004	

Regulatory Agencies	None identified	Naomi Nigro 11/2004	
Revenue	Prd.Cxxf.P22PA001(0) Payroll data Prd.Cxxf.P22PA002(0) both Payroll & Employee data Prd.Cxxf.P22PA003(0) Pre-tax payroll (Payroll Audit file) Prd.Cxxf.P22PA005(0) Supervisor data (additional EMPL data) Prd.Cxxf.P22PA006(0) Class Code Description (Active codes only)	Paul Hessel 9/2003	
	EMPL extract for performance rating system	Jacqueline Brown – Tremble 12/2004	
	PRD.CXXF.P22PA001(0) PAYROLL DATA PRD.CXXF.PCCPA002(0) EMPLOYEE AND PAYROLL DATA (EMPL/CPPS) PRD.CXXF.PCCPA003(0) PRE-TAX PAYROLL DATA (AUDIT FILE) PRD.CXXF.PCCPA005(0) SUPERVISOR DATA PRD.CXXF.PCCPA006(0) CLASS CODE DATA PRD.CXXF.PCCPA0011(0) PAYROLL DATA PRD.CXXF.PCCPA0013(0) PRE-TAX PAYROLL DATA	Mindy Densmore 11/2004	
School for the Deaf and Blind	None identified.	Kathie Gonzalez Peggy Taylor 12/2004	
Secretary of State	None identified	Sibyl Clausen 01/2005	
Transportation	Employee Personnel Action History Position history Current Employee Demographics	Gene Trujillo 12/2004	

	test.u.aempl.extract test.u.aempl.extrcpp test.u.d.hise test.u.d.hisp test.u.d.hisecpp test.u.lwop.declk test.u.term.extract test.u.d.class test.u.acppsmb.dfb157 test.u.acppsmo.dfb157 u.aagcy.dfb	Kim Miller 1/2005	
Treasury	None Identified	Denise Knutsen 11/2004	

TABLE # 2 -EXTRACTS DOCUMENTED BY DOIT

NAME – DI.CA7.JCL10 (G.BATCH.CONTROL)	PGM / FILE NAME –	AGENCY	FREQUENC Y	REPORT / FILE
GACTSEPS- listing of all classified separations	Pgm-gractsep File- G.F.SEPRSN.JL	All Joy Lindsay/H R	5 TH day of each month	File
GACTTRAN- listing of all classified transfers	Pgm-gracttra File- G.F.TRANSFER.JL	All Joy Lindsay/H R	5 th day of each month	File
GEMPINJ4-CREATES A DATA SET FOR STEVE LOFTIS (BOB HIRAKAWA) AT JUDICIAL	Pgm-gremj4rp File-B.EMPFL4 EMPLOYEE, NAME, SSN, CITY CODE, ORGUNIT, AND POSITION NUMBER.	JAA	Last Friday of each month	Report/File
GFAGR1-DAILY EXTRACT (M-F) FOR DEPT OF AGRICULTURE THAT CONTAINS POSITION INFO (ACTIVE/VACANT/AB OL) FOR AGENCY BAA, SORTED BY POSITION NUMBER. FILE IS FTP'D TO DEPT OF AGRICULTURE.	Pgm-GFNBAGR1 File- G.TEMP.AGRICULT FTP file- agricemp.txt	BAA	Mon – Fri	File FTP to BAA

GFBCITS -MONTHLY ADHOC EXTRACT FOR CITS SNAPSHOT OF THE EMPLOYEE AND POSITION RECORDS	In-Stream code in JCL File- DR.AMA.EMPL.CIT S(+1)	AMA	25 th day of each month	File
GFBDPA2 -CREATES DATASET FOR DEPT OF PERSONNEL & ADMINISTRATIONS EMPL TRANS - TAKES THE LDC DAILY BACKUP FILE (CREATED BEFORE THIS PROC BY PROC GFINTRFC), PULLS OFF THE DPA RECORDS, AND WRITES THEM TO A GDG	File- G.FDPA.EMPL.LDC EXT(+1)	AAA	25 th day of each month	File
GFBHRS -MONTHLY EXTRACT FROM EMPL OF FUNDED CLASSIFIED POSITIONS for HUMAN RESOURCES SERVICES + AGENCY LIST	Pgms-GFBHRS1 GFBHRS2 Files- G.SSC.GB001(+1) G.SSC.GB002(+1)	All	25 th day of each month	File
GFBHRSB -MONTHLY EXTRACT OF ALL CURRENT FUNDED CLASSIFIED POSITIONS ON EMPL (FOR HUMAN RESOURCES SERVICES)	Pgm-GFBHRS1B File- G.SSC.GB001B(+1)	All	21 st day of each month	File
GFCDLE2 -STANDARD MONTHLY EXTRACT FOR DEPT OF LABOR & EMPLOY. USES GFBAGCY1 TO PRODUCE A 'LINKAGE' TYPE EXTRACT	Pgm-GFBAGCY1	KAA- KZZ	25 th day of each month	File
GFCORR1 -CREATES DATASET FOR DEPT OF CORRECTIONS OF DAILY EMPL TRANSACTIONS - TAKES THE LDC DAILY BACKUP FILE	File- LC.CAA.EMPL.DAI LY	CAA	M-F	File

(CREATED BEFORE THIS PROC BY PROC GFINTRFC) AND PULLS OFF THE RECORDS FOR CORRECTIONS				
GFCORR2 -RUN ON REQUEST BY DEPARTMENT OF CORRECTIONS CREATES DATASET FOR CORRECTIONS COPIES THE DAILY STORED TRANSACTIONS (CREATED BY PROC GFCORR1) TO ANOTHER FILE	File- LC.CAA.EMPL.DAI LY	CAA	On request	File
GFCORR3 -RUN ON REQUEST BY DEPARTMENT OF CORRECTIONS CREATES A DATASET OF EMPLOYEE AND VACANT POSITION INFORMATION	Pgm-GFBAGCY1 File- LC.CAA.EMPL.FUL L	CAA	On request	File
GFDNR1 -CREATES DATASET FOR DEPT OF NAT. RES'S OF DAILY EMPL TRANSACTIONS - TAKES THE LDC DAILY BACKUP FILE (CREATED BEFORE THIS PROC BY PROC GFINTRFC), PULLS OFF THE DNR RECORDS, AND WRITES THEM TO A GDG.	File- I.A003.DNREMP. DAILY(+1)	PAA	M-F	File
GFDNR2 -STANDARD MONTHLY EXTRACT FOR DEPT OF NAT. RESOURCES USES GFBAGCY1 TO PRODUCE A 'LINKAGE' TYPE EXTRACT	Pgm-GFBAGCY1 File- I.A003.DNREMP. MONTHLY(+1)	PAA	25 th day of each month	File
GFDORA1 -STANDARD MONTHLY EXTRACT FOR DORA	Pgm-GFBAGCY1 File- M.SAA.EMPL.DATA	SAA	25 th day of each month	File

USES GFBAGCY TO PRODUCE A 'LINKAGE' TYPE EXTRACT				
GFHCPF1 -STANDARD MONTHLY EXTRACT FOR PHIL LOO, DEPT OF HEALH CARE POLICY AND FINANCING, USES GFBAGCY1 TO PRODUCE A 'LINKAGE' TYPE EXTRACT	Pgm-GFBAGCY1 File- G.UHA.EMPL.DATA (+1)	UAA	25 th day of each month	File
GFHS1 -WEEKLY EXTRACT FOR DEPT OF HUMAN SERVICES THAT CONTAINS EMPLOYEE INFO FOR AGENCY IKA. FILE IS FTP'D TO DEPT OF HUMAN SERVICES.	Pgm-GFNBHS1 File- G.TEMP.HSDWNLD	IKA	Every Sunday Night	File FTP to server
GFLAWEX1 -CREATE WEEKLY DOWNLOAD FILE TO BE USED BY CPPS TO CREATE AN EXTRACT FOR DEPT. OF LAW (AGENCY LAA)	Pgm-GFNBLAWB File- G.TEMP.LAWEXTRC	LAA	Every Monday morning	File to be used by CPPS
GFNBREV -CREATES MONTHLY EXTRACT FOR THE DEPT. OF REVENUE	Pgm- GFNBREV2 File- PRD.CXXF.P22PA005 (+1)	TAA	26 th day of each month	File
GFNBTKDL - CREATES DAILY TIMEKEEPING EXTRACT USING THE G.FLDC.DAILY(0) FILE CREATED EACH WEEKNIGHT IN THE GFINTRFC JOB	Pgm- GFNBTKDL GFNRTKCH File- G.TIMEKEEP.DAILY	Kronos Agencies	Run every M-F after GFINTRFC	File
GFNBTKMO - CREATES MONTHLY COMPLETE TIMEKEEPING EXTRACT FOR KRONOS	Pgm- GFNBTKMO File- G.TIMEKEEP.MONT HLY	Kronos Agencies	Run 15 th of each month	File
GJUDPRFM - FILE REQUESTED BY THE JUDICIAL DEPARTMENT ON 10/17/01. GIVES THE FOLLOWING	Pgm- GRJUDPR3 File- B.JUDPRFM	JAA	Last working day of the month	File

<p>INFORMATION FOR ALL CLASSIFIED AND NON-CLASSIFIED EMPLOYEES: NAME, SSN, SSN-SUFFIX, ANNIV DATE, STEP, ORG UNIT, CLASS, CLASS TITLE, POSITION NUMBER. NEW FIELDS: ETHNIC CODE, SEX, BIRTHDATE, OCCUPATIONAL GROUP, POSITION STATUS AND INITIAL EMPLOYMENT DATE, JOB NBR, SALARY, SALARY CODE, HOME ADDRESS</p>				
<p>GRJUDRPA- CREATES A FILE FOR DAVID KRIBS AT JUDICIAL GIVES THE FOLLOWING INFORMATION: EMPLOYEE POSITION NUMBER, NAME, SSN, JOB CLASS, STEP, FTE, ACCOUNT CODE, ANNIV DATE, AND XTR PAY FOR SELECT DATE</p>	<p>Pgm- GRJUDRPD File- B.EMPFL8</p>	JAA	1 st working day of the month	File
<p>GSUEHEXT- MONTHLY EXTRACT FROM EMPL OF JUDIICAL AND NON-CLASSIFIED INFORMATION FOR SUE HUANG</p>	<p>Pgm- GRSUEFL2 File- G.SUE.NONCLASS</p>	All	25 th day of each month	File